DOCUMENT RESUME

ED 298 031 SO 019 226

TITLE Directory of National Institutions of Educational Planning and Administration in Asia and the Pacific. Second Edition.

INSTITUTION United Nations Educational, Scientific, and Cultural Organization, Bangkok (Thailand). Regional Office for Education in Asia and the Pacific.

PUB DATE 87

NOTE 78p.

AVAILABLE FROM UNIPUB, 4611-F Assembly Drive, Lanham, MD 20706 ($10.00, plus $2.50 shipping and handling).

PUB TYPE Reference Materials - Directories/Catalogs (132)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.

DESCRIPTORS *Educational Administration; *Educational Planning; Educational Research; Foreign Countries; Inservice Education; *Institutions; *National Organizations; Professional Services; *Program Guides; Research and Development

IDENTIFIERS *Asia; *Pacific Basin Countries

ABSTRACT

This directory provides information about 27 institutions and organizations that offer in-service training and research and professional services in relation to educational planning and administration in 13 Asian and Pacific basin countries. The directory's objective is to generate and strengthen regional, inter-country, and inter-institutional cooperation through the promotion of exchanges, information, and expertise in Australia, Bangladesh, China, India, Malaysia, Nepal, New Zealand, Pakistan, the Philippines, Korea, North Vietnam, Sri Lanka, and Thailand. The directory is organized alphabetically by country and by institutions or organizations located within each country. Entries contain available information about an organization's: (1) address; (2) telephone number or cable address; (3) president's or director's name; (4) staff size; (5) physical facilities; (6) primary language(s); (7) historical background; (8) primary objectives; (9) activities; (10) training programs; and (11) research studies. (JHP)

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DIRECTORY OF NATIONAL INSTITUTIONS OF EDUCATIONAL PLANNING AND ADMINISTRATION IN ASIA AND THE PACIFIC

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Unesco. Regional Office for Education in Asia and the Pacific.
Directory of national institutions of educational planning and administration in Asia and the Pacific. Bangkok, 1987.
69 p.

1. EDUCATIONAL PLANNING – DIRECTORIES – ASIA/PACIFIC. 2. EDUCATIONAL ADMINISTRATION – DIRECTORIES – ASIA/PACIFIC. I. Title.

379.15
371.2

DIRECTORY OF NATIONAL INSTITUTIONS OF EDUCATIONAL PLANNING AND ADMINISTRATION IN ASIA AND THE PACIFIC

UNESCO REGIONAL OFFICE
FOR EDUCATION IN ASIA AND THE PACIFIC
Bangkok, 1987

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Published by the
Unesco Regional Office for Education in Asia and the Pacific
P.O. Box 1425, General Post Office
Bangkok 10500, Thailand

Printed in Thailand

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PREFACE

For the purpose of providing information on institutions offering in-service training, research and professional services in educational planning and management in countries of Asia and the Pacific, the draft edition of this Directory was published in 1985 and disseminated by the UNESCO Regional Office for Education in Asia and the Pacific. The objective was to generate and strengthen regional, inter-country and inter-institutional co-operation in training and research in educational planning and management, in particular through the promotion of exchanges of information, expertise, and collaborative training and research efforts.

With a view to disseminating more up-to-date information on major developments in these institutions, such as recent training and research programmes as well as publications, a new round of survey was carried out in 1986. The present second edition of the Directory is compiled on the basis of the questionnaires completed by the respondents concerned. It is to be noted that in this process, the coverage of the Directory has expanded from the original 23 institutions to the 27 included in this edition.

Further work towards updating and revision, as well as expansion of the entries is planned for, so that future editions will provide an even more comprehensive coverage, thus contributing to the development of a functional network of institutions engaged in educational planning and management in the region.

It should be noted that information on the institutions in this Directory only refers to activities and materials related to educational planning and management. Some of these institutions may also be involved in training, research and publications related to other areas and aspects of education as well.

Grateful acknowledgement is due to all the respondents without whose co-operation and assistance the production of this Directory would not have been possible. It is also hoped that readers and users of the present edition would kindly inform the UNESCO Regional Office for Education in Asia and the Pacific of any inadequacies and suggest modifications and improvements. Institutions that wish to be included in this Directory may also supply relevant information in the format shown in the entries, or write to request a copy of the survey questionnaire.

Educational Planning,
Management and Statistics
February 1987

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AUSTRALIA

AUSTRALIAN COUNCIL FOR EDUCATIONAL ADMINISTRATION

Address : 67, Ford Road, Lesmurdie, 6076, Western Australia

Telephone : 09-366-9555

President : Dr. John Bunday

Established : 1973

Size of Staff :

All voluntary, with some support from the institutions or education departments within which senior office-bearers are employed.

Facilities :

Occasional use of hired facilities. Normally facilities required are located in institutions or agencies over which senior office-bearers have some influence.

Working Languages :

Language mainly used for publication : English
Working language of the institute : English
Other languages used : None

Historical Background :

Following the International Intervisitation programmes in Educational Administration in 1966 and 1970, and the establishment of the Western Australian Institute for Educational Administration in 1986, the Commonwealth Council for Educational Administration formed in 1970 and began to encourage the development of national bodies. The CCEA sponsored a meeting for formation of such a body in 1972 and the ACEA began in 1973. The ACEA has grown dramatically, has conducted 13 National conferences and currently involves approximately 1500 members.

Objectives/Purposes :

- To foster the interests, knowledge and skills of educational administrators.
- To increase general and professional awareness of the importance of such knowledge and skills.
- To provide a network to facilitate contacts between educational administrators.

Activities :

- Annual national conferences.
- Participation quadrennial regional conferences of the CCEA and of the international intervisitation programme.
- Member participation in conferences and workshops of confederated state bodies.
- Publication of regular newsletters and journals.
- Dissemination of information through National Committee structures.
- Involvement in, and creation of appropriate projects in educational administration at the national level.
- State and international schoolarships.
- International consultancy services.

Training Programmes Undertaken :

All are voluntary, non-degree programmes. While none are pre-service, some participants may not yet have been appointed to administrative positions. In this context, while they are not pre-service, they may be pre-promotional. They normally take the form of conferences, seminars, workshops, training exercises, short courses and radio or telephone conferences for long-distance purposes.
The major event for 1987 will be the joint National Conference of the ACEA and the Australian College of Education, in Perth.

BRISBANE COLLEGE OF ADVANCED EDUCATION

Address : Brisbane C.A.E., 130 Victoria Park Road, Kelvin Grove, Queensland, Australia 4059

Telephone : (07) 352 8111

Cable : BRISCAE

Telex : CABCAE 145355

Director : Dr. Peter Botsman

Established : 1982

Parent Organization : Autonomous

Size of Staff :

Total	: 886
Professionals/Academic	: 445
Administrative	: 441 (includes Resource Center staff)

Facilities :

Library/documentation unit	: Yes
Conference rooms	: Yes
Training quarters	: Yes
Hostel	: Yes

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: None

Historical Background :

The institution caters for primary, secondary, pre-school, special education and technical education, as well as provides courses in Business, the Arts, Leisure and Health/Welfare studies. The Graduate Diploma in Educational Administration course is conducted on the Mount Gravatt Campus.

Objectives/Purposes :

To provide a wide range of higher education programmes and learning experiences of high quality, with a predominantly vocational emphasis, in response to community needs.

Activities :

In-service and pre-service courses in education administration for primary, secondary and technical teachers and administrators by internal and external studies.

Training Programmes Undertaken :

All years
- Training courses.
- Seminars.
- International field trips.

Research/Studies :

Research dissertations in educational administration produced by students in the course (List available by writing to Librarian, Mt. Gravatt campus, Brisbane C.A.E.).

INSTITUTE OF EDUCATIONAL ADMINISTRATION (IEA)

Address : Eastern Park, East Geelong, Victoria, Australia

Mailing Address : Box 280, Geelong 3220, Victoria, Australia

Telephone : (052) 262121

Director : Dr. Colin R.J. Moyle

Established : 1977

Size of Staff :

Total	: 81
Professionals	: 6
Consultants	: 50
Administrative	: 5
Others	: 20

Facilities :

Library/documentation unit	: Yes
Conference room	: Yes (1 Major, 1 Minor)
Training quarters	: Extensive, includes A/V broadcast standard studios
Hostel	: 42 en suite motel standard twin share units

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: None

Historical Background :

Established by the Government of Victoria. Commenced operation by conducting extended residential programmes in educational leadership of four weeks' duration for senior schools' and systems' personnel. With the completion in September, 1984 of the residential complex, the IEA conducts a wider range of programmes of 2 - 24 days duration for clients convering all of those involved in the administration of schools' systems' personnel, principals, teachers, parents and senior students.

Objectives/Purposes :

Three objects defined by the statute:
- To provide programmes of training and other activities to improve the administration ability of persons in positions of leadership in the field of education, persons aspiring to such positions and other persons interested in educational administration.
- To undertake research to ascertain methods by which the quality of educational administration may be improved.
- To advise and assist educational institutions in matters relating to the administration of those institutions.

Activities :

- Professional and other personal development activities both on and off-site.
- Conducting research activities.
- Advising and workshopping schools' and other personnel in areas of administration.
- Production of audio-visual materials for educational and business agencies.
- Providing a convertion centre, and where required, professional expertise for activities conducted by organizations outside the educational mainstream.
- Advising individuals on educational matters as requested.

Training Programmes Undertaken :

- The programmes conducted by the IEA are diverse in nature and content, being both pre-service, and in-service. Content varies by audience ranging from post-graduate level professional developmert activities to explication of government policy initiative with appropriate workshops eg. Making School Councils Work, Integration, Student Leadership.
- The IEA has certain funds to respond to the request of certain client groups, and to initiate some of its own programmes. It assists others who use the premises but are essentially self supporting.
- The IEA develops and assists with short and long term residential programmes related to professional development of those involved in schools' administration.
- The IEA constructs learning packages, eg., "Leadership", "Interviewing Procedures and Processes", and "Discipline".
- IEA staff serves the needs of, and gives advice to individuals and committees.

Research/Studies :

- Selection Procedures for School Principals: Case Studies.
- New Selection Procedures for Victorian Schools' Principals: Manual and Associated Simulation Materials.

INTERNATIONAL TRAINING INSTITUTE

Address : Middle Head Road, Mosman N.S.W. 2091, Australia

Telephone : 02/969 1888

Cable : PACIFIC SCHOOL MOSMAN

Telex : AA 27293

Principal : Dr. Ian S. Mitchell

Established : 1973

Parent Organization : Australian Development Assistance Bureau

Size of Staff :

Total	: 32
Professionals	: 16
Administrative	: 14
Others	: 2

Facilities :

Library/documentation unit	: Yes
Conference room	: Yes
Training quarters	: Yes
Hostel	: Yes

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: Thai; Indonesian

Historical Background :

Formerly known as Australian School of Pacific Administration. Functioned from 1945-1973 to train administration personnel for territories of Papua New Guinea. For periods also trained advisors for Aboriginal development in parts of Australia and trained school teachers for Papua New Guinea. Courses began to be international in early 1970's and become exclusively for overseas participants from 1974.

Objectives/Purposes :

International Training Institute exists to provide training in human (as distinct from technological) development as part of Australia's foreign aid programme. This achieved through short (up to 12 weeks) training courses, workshops, seminars and consultant services. All course participants must be nominated by home governments and receive training awards from the Australian government.

Activities :

Provide certificate-awarding courses mainly in fields of management, education and socio-economic development, conduct seminars and workshops in related areas and publish materials designed to assist development training.

Training Programmes Undertaken :

<u>All courses are (a) in-service, and (b) non-degree.</u>

- Local and provincial government.
- Management and finance.
- Personnel management.
- School management.
- Development administration.
- In-service teacher education and education resources.
- Media management.
- Accounting and finance in the public sector.
- Design and development of training programmes.
- Rural development planning.
- Evaluation and development of schools and teachers.
- Applied development communication.
- Management development.
- Distance education.

THE CENTRE FOR EDUCATIONAL ADMINISTRATION AND MANAGEMENT, HAWTHORN INSTITUTE OF EDUCATION

Address : 442 Auburn Road, Hawthorn, Vic. 3122, Australia

Telephone : 818 0631

Telex : AA 37985 HAWCOL

Head of Institution : Mr. Noel L. Stonehouse

Size of Staff :

Experienced core staff	: 5
On call consultants	: A few

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: None

Activities :

- The Centre provides a service through its (i) field work and consultancy service; and (ii) the Graduate Diploma in Educational Administration to concerned educators and trainers who wish to improve the effectiveness of themselves and their own organization.
- The aim of the consultancy service is to provide assistance in the work place to individuals or groups who require professional help to cope with growth, change or environmental pressures.
- Course for Graduate Diploma in Educational Administration is available for teachers in primary, secondary, secondary-technical, TAFE and other post-secondary educators as well as non-teachers involved in educational administration and industry trainers.
- The Course consists of two compulsory core units and four electives from such areas as Curriculum Administration, Stress and Educational Administrator, Industrial Relations, School and the Community, as well as a Reading and Project Unit which aims to provide an opportunity for an in-depth private study of a specific area of interest in the field of Educational Administration.

Training Programmes Undertaken :

- Introduction to Management focused on basic skills and include optional courses on decision-making, budgeting, resource mobilization, records management, time management, stress management, and effective human relation.
- Advanced Management Programmes focused on advanced skills and include optional courses on role clarification, leadershp, motivation, problem identification analysis, strategy planning, handling change, team development, interviewing techniques, conflict management, handling under- and/or over-achievers, and curriculum management.
- Senior Administrators Programmes focused on management technology include optional courses on: organizational diagnosis, policy making, manpower planning, personnel development, decision making models, use of computers, resource management, financial planning, office systems, and evaluation and renewing.

BANGLADESH

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE (BPATC)

Address : Savar, Dhaka, Bangladesh

Telephone : 233080, 418102-5 (PABX)

Rector : Mr. A.K.M. Hedayetul Huq

Established : 1984

Parent Organization : Ministry of Establishment, Bangladesh Secretariat, Dhaka

Size of Staff :

Professionals	: 64
Administrative	: 30
Supporting Staff	: 400

Facilities :

Library & Training Aid unit	: 1
Conference rooms	: 3
Lecture theatres	: 2
Syndicate building	: 1
Dormitories	: 3
Administration buildings	: 3
Guest house	: 1
Multipurpose hall	: 1
Cafeteria	: 1
Common facilities	: 1
Residential blocks	: 18

Working Languages :

Language mainly used for publication	: Engligh; Bengali
Working language of the institute	: Engligh; Bengali
Other languages used	: None

Historical Background :

By an Ordinance of the Government the BPATC was established on 28 April 1984 through a merger of four training institutes, namely, Staff Training Institute (STI), Civil Officers' Training Academy (COTA), National Institute of

Public Administration (NIPA) and Bangladesh Administrative Staff College (BASC) with a view to improving the systems and procedures of administration, management development and developing the skills of officers and staff at all levels of the Government. The BAPTC has four regional Centres at Chittagong, Dhaka, Khulna and Rajshahi. This is an autonomous organization under the Ministry of Establishment. The BAPTC as a project of the Ministry of Establishment, was established with the assistance of the World Bank.

Objectives/Purposes :

- To prepare the senior administrators in both public and private sectors to play their role in the changing and developing society.
- To impart in-service training to the personnel in the central and local government.
- To impart foundation training to the different cadres and sub-cadres of the Bangladesh Civil Service.
- To train officers outside cadres and to maintain and advance their professional status.
- To conduct research and publications in public administration and development.
- To publish books, journals and reports on administration and development.
- To establish and manage library and reading halls.
- To advise the Government on administration and development at the request of the government.
- To prepare training calendar.
- To award certificates to the participants in the training courses of the Centre.
- To undertake other activities to achieve the objectives of the Centre.

Activities :

- 25-30 training programmes at BAPTC and 130-140 training programmes at four Regional Public Administration Training Centres (RPATC).
- Consultancy available to Government and Autonomous Organizations at their request or on the initiative of the Centre.
- Research.
- Publications.
- 4-6 Seminars/Workshops are conducted per year.

Training Programmes Undertaken :

- 6 Foundation Training Courses (for 4 months each) for the new recruits (Class-I officers of all cadres) to the Bangladesh Civil Service.
- 6 Courses on Law and Judicial System (for 4 weeks each).
- 4 Senior Staff Courses (for 12 weeks each).
- 4 Training of Trainers Courses (for 2 weeks each).
- 9 seminars (for a total of 16 days).
- 5 Project Preparation, Monitoring & Evaluation Courses (for 8 weeks each).
- 3 Advanced Courses on administration and Development (for 12 weeks each).
- 1 Course on Team-Building & Co-ordination in Field Administration (for 1 week).
- 2 Short Administrative Management Courses (for 3 weeks each).
- 1 Human Relation Course for Police & Security Officers (for 2 weeks each).
- 2 Conduct & Discipline Courses (for 1 week each).
- 1 Course on Export Promotion Strategies in Bangladesh (for 1 week).
- 5 Other Courses.
- 1988 Officers have been trained (1984: 528, 1985: 569, 1986: 891).

Research/Studies :

- Administrative Science Review.
- Bangladesh Public Administration and Senior Civil Servants, by Dr. Ali Ahmed.
- Handbook for the Magistrates.
- Sriticharan: Probin Proshashakder Aviggata.
- Role of Training Institutions in Post Entry Training of BCS Probationers.
- Career Planning in Bangladesh.
- Co-ordination in Public Administration.

NATIONAL ACEDEMY FOR PRIMARY EDUCATION (NAPE)

Address : Mymensingh, Bangladesh

Director : Professor M.A. Mannan

Established : 1978

Parent Organization : Directorate of Primary Education, Ministry of Education

Size of Staff :

Total faculty members	: 36
Director	: 1
Deputy Directors	: 2
Specialists (Asstt. Professors)	: 11
Assistant Specialists	: 22
Other employees	: 49

Facilities :

Library	: Total collection of 25,000 titles (6,000 in English and 19,000 in Bangla)
Hostel	: 2 (three storeid buildings one for male and one for female trainees)
Guest Hostel (for VIPs)	: 1 (with accommodationding)
Guesthouse	: 1

Working Languages :

Language mainly used for publication	: English and Bengla
Working language of the institute	: English and Bengla
Other languages used	: None

Historical Background :

The Bangladesh Education Commission, following the birth of the Republic in 1971, recommended in their report of 1974, inter alia, the creation of a high level professional institution for the in-service training of the primary education personnel of the country. Accordingly, the Academy was established in July 1978 on the campus of the formerly College of Education, Mymensingh. It's primary aims are to explore all potentialities of manpower engaged in primary

education and primary teacher education, to offset both qualitative and quantitative improvement of all curriculum contents and methodologies of the present 53 Primary Training Institutes (PTIs) and the ones that may be established in future.

Objectives/Purposes :

The Academy is committed to the nation building task of universalisation of primary education through meaningful improvements in:

- Primary curriculum.
- Day-to-day classroom instructions in PTIs and their respective Experimental Schools.
- Modernization of curriculum contents and methodologies.
- Standards in tests and examinations.
- Organization and evaluation of non-formal education programmes.
- Research activities in all areas of universal primary and non-formal education.

Activities :

- Establishing linkage between the Directorate of Primary Education, the curriculum development activities of the National Curriculum and Text Book Board (NCTB), Bureau of Educational Development, the Educational Inspectorate, the PTIs, the Universal Primary Education Project, the Local Education Authorities, and the primary schools as a whole.
- Acting as a nerve centre for the development of not only primary education but also, in due course, of fundamental education, i.e. primary education and non-formal education.
- Providing professional training to PTI personnel, DPEOs, AUEOs, upasila chairman and Officials, and all other education officials who are involved in primary education and non-formal education.
- Developing primary school and PTI curriculum as well as relevant support materials.
- Assisting all national and international agencies and groups directly engaged in non-formal education programmes in monitoring their programmes and developing materials in respect of (i) literacy teaching; and (ii) mass media communication.
- Conducting Certificate in Education Examination of the PTIs.
- Maintaining up-to-date information in professional research and development in primary and non-formal education in Bangladesh and abroad, and disseminating relevant materials

to PTIs, the inspectorate and all others who are regionally concerned with fundamental education in the country.
- Organizing seminars, conferences, workshops, short-term courses, etc. for varied groups of primary and non-formal education personnel.
- Maintaining and developing 11 laboratory primary schools under "Dattak School project" and 2 laboratory primary schools under SIMPLE project.

Training Programmes Undertaken :

- A short-term course for PTI instructors on primary education, primary school and PTI curriculum, supervision of primary schools, and review of primary school textbooks.
- A seminar on non-formal education at National Academy For Primary Education, Faculty Members and personnel from T.T. College, Mymensingh, Local Residental Model School and High School participated.
- Orientation of field level officers.
- Mid-term workshop for Key Project Personnel, UPE (IDA) projects (PTI Superintendents and NAPE staff).
- A short-term course on school supervision and management for improvement of school instruction for PTI staff and field level officers.
- National seminar on action research.
- A number of courses related to teacher education.

Research/Studies :

- Sample survey reports on evaluation of Mass Literacy Programme in Bangladesh 1980.
- Statistical survey report on 28 PTIs of Bangladesh.
- Researches on burning problems of primary education.

NATIONAL INSTITUTE OF EDUCATIONAL ADMINISTRATION EXTENSION AND RESEARCH (NIEAER)

Address : Dhanmondi, Dhaka-5, Bangladesh

Telephone : 507591; 507216-18; 507285

Cable : NIEAER DHAKA

Director-General : Dr. Hafiz Ahmad

Established : 1982

Parent Organization : Ministry of Education

Size of Staff :

Total	: 98
Professionals	: 37
Administrative	: 3
Others	: 58

Facilities :

Library	: With 22,650 Books, 1000 Journals, 1000 Periodicals and others
Audio-visual room	: Yes
Laboratories	: 3 (Physics, Chemistry, Biology)
Workshops/Classrooms	: 10 classrooms, 2 seminar rooms, 1 auditorium and 1 conference room
Hostels	: 4 hostel buildings

Working Languages :

Language mainly used for publication	: English; Bengali
Working language of the institute	: English; Bengali
Other languages used	: None

Historical Background :

The National Institute of Educational Administration Extension and Research (NIEAER) was established by the Government of Bangladesh in July 1982, with a view to improving the quality of educational administration and management and in-service teacher training programmes in the country. The Institute was created by merging two National Institutions - Bangladesh Education Extension and Research Institute (BEERI), established in 1959 and National Institute of Educational Administration Management and Research (NIEAMR), established in 1981. NIEAER is an apex Institution of Bangladesh in Educational Administration, Management, Planning and Research with the status of an attached department of the Ministry of education.

Objectives/Purposes :

- To provide both pre-service and in service training facilities for personnel engaged in all aspects of educational administration, management and planning.
- To improve the administration of education by carrying out action research into various aspects of the education system.
- To co-operate with institutions and agencies engaged in the study of administration, management, and planning of education both at national and international levels.
- To participate in appropriate national and international conferences, seminars, workshops, etc.
- To provide consultative and advisory services to educational institutions wishing to conduct training programmes of their own.
- To provide orientation training to Bangladesh Civil Service in Education (BCS: Edn.) officers and other concerned officers of education department.
- To disseminate educational innovations for the benefit of practicing educators.
- To advise the Ministry of Education on educational administration, management, planning, teacher training and relevant key issues in education.
- To undertake various research activities on critical issues of the educational system, so as to provide research findings to policy makers and planners in education.

Activities :

- Provide pre-service and in-service training in the field of educational administration, management and planning.
- Provide in-service teacher training and orientation training to BCS (Edn.) officers.
- Carry out study/research on various aspects of education system.
- Disseminate educational innovations and improvement information.
- Advise the Ministry of Education on issues relating to administration, management, planning, teacher training and other key issues.
- To co-ordinate the activities of the Teacher's Training Colleges.

Clienteles of the Institute include: (i) Senior officials of the Ministry of Education, and its Directorates and attached offices; (ii) Officers involved in project planning, project implementation, office organization and personnel management in autonomous bodies under the Education Ministry; (iii) Principals and Vice-Principals of Colleges and Madrashas; (iv) Heads and Assistant Heads of Secondary Schools; (v) Administrative and Accounting Officers of various education offices; (vi) Local Education Authority Officials; (vii) Subject teachers of college; (viii) New entrants to Bangladesh Civil Services in Education, BCS (Edn.); (ix) Inspection of field staff engaged in the maintenance and improvement of educational standards.

Training Programmes Undertaken :

Seminars
- Seminar on staff development.
- Seminar on research methodology.

Training activities under the Course Schedule of NIEAER
- 12 short in-service training programmes on Educational Administration and Management.
- 35 short in-service training courses for High School teachers on Mathematics, Science, English, Bengali, History and Geography.

Training activities sponsored jointly with international agencies

- Commonwealth Asia Workshop on the Evaluation of Non-formal Education, Planning, Organization, Administration and Co-ordination in co-operation with Unesco.
- Pilot National Workshop on the Training of Educational Personnel in co-operation with Unesco.
- National Workshop on Improvement of Chemistry Curriculum and Training Materials in co-operation with Unesco.
- National Workshop on Micro-teaching in co-operation with Unesco.
- Training of Teachers of English as a Foreign Language in co-operation with British Council.

Training activities of other National agencies in Collaboration with NIEAER

- 10 Population Education Programmes.
- 1 workshop on Training of Boy Scout Trainers of South East Asian Countries.
- Workshop on Teaching of English as a Foreign Language.
- 1 workshop on the Improvement of Course Curriculum of PTI.
- 1 workshop on the Writing of Technical Course Curriculum on the basis of behavioural objectives.
- 1 workshop on the Universalization of Primary Education in Bangladesh.
- In-service training for educational planners, managers and administrators.
- In-service training for subject teachers of college and secondary schools.
- Educational Administration and Management training programmes for the Principals/Head Masters and Teacher Training programme on variuos subjects at college level.

Research/Studies :

- Standardise Objective Test of Science and Mathematics for lower secondary level.
- To study the effectiveness of Micro-teaching in Bangladesh Situation.
- To study the exercises provided in Science Text-book of Class IX & X in terms of Blooms Taxonomy.
- Evaluation of Mathematics curriculum at the Secondary stage Class VI.
- Preparation of standardised question bank on mathematics for the secondary level.
- An investigation into the teaching of history in the selected secondary schools in Bangladesh.
- An investigation into the educational problems of secondary schools of Dhaka Metropolitan city.

- Status of Teaching Economics in the Colleges offering Honours and Master degree.
- Optimal uses of financial resources in the educational system.
- Survey of Teacher Training Colleges in Bangladesh.

CHINA (THE PEOPLE'S REPUBLIC OF)

BEIJING MUNICIPAL INSTITUTION OF EDUCATIONAL ADMINISTRATION

Address : Jia No. 24, Huang Si Street, De Sheng Men Wai, Beijing, China

Telephone : 44.4098; 44.0854

President : Mr. Xiao Yuan (Vice-president: Mr. Ho Lo-Fan)

Established : 1979

Parent Organization : Beijing Municipal Board of Education

Size of Staff :

Total	: 90
Professionals	: 65
Administrative	: 25
Others	: 32 (workers)

Facilities :

Library/documentation unit	: 1 with 120,000 books, 300 kinds of newspapers and periodicals, 10,000 pieces of academic data
Conference rooms	: 3 (for 500, 60 and 20 people)
Hostel	: For 200 people

Working Languages :

Language mainly used for publication	: Chinese
Working language of the institute	: Chinese
Other languages used	: None

Historical Background :

The Institution is a municipal one which was first proposed to set up by Beijing Municipal people's Congress in June, 1979, and approved by the Municipal Government then put on the file in the Ministry of Education of the People's Republic of China. Since the establishment of the Institution, it has in all held 13 times of six-month-class

for advanced studies for principals, 1 time of one-year-class for in-service training, 1 time of two-year-class for special course in these six years. And during the time, there were more then 1,200 people (principals mainly) trained in the Institution.

Objectives/Purposes :

To train high school leading figures, who are expected to be loyal to the course of education, well know education laws and meanwhile have special knowledge and ability of management, call a spade a spade, and be full of inventiveness.

Activities :

Since the Institution was set up, they have build up a world of relations with main educational academic groups all over the country.

- The leaders and teachers holding directors of the National Society for Education.
- Chairman and secretary-general of the National Society for the Study of School Management.
- Directors and secretary-general of Beijing Municipal Society for the Study of School Management.
- Directors and assistant-secretary-general of the National Society for the Study of Pedagogy.
- Vice-chairman and assistant-secretary-general of the Beijing Municipal Society for the study of Pedagogy.
- Assistant-secretary of the National Society for the Study of Social Psychology.

The Institute is also involved in the organization and leadership related to the conferences on the academic studies. At the meantime, the Institute has taken on 4 main items on the national scientific research, 6 main items on the Beijing Municipal Educational Scientific Research. Also, it has established the relations and communications on books, informations and reference materials with 303 units around the country.

Training Programmes Undertaken :

- 2 classes for advanced studies, 1 class for special course, 1 class for seminar.
- Six-month-class for advanced studies.
- Special two-year-class for primary school principals.

Research/Studies :

- Envisagement on the managerial reform of general education in the rural areas in Beijing.
- Health of students in high schools and hygienics of school.
- Study on the teacher's consciousness.
- The effect of using educational investment in general high school and evaluation.
- Study on principal's qualification.
- Improving the effect of student's assignments.
- Specificity and education of the students of the primary and high schools in the country at present time.
- Unified regulations of contradiction between teaching and learning.
- Psychology of teacher's.
- The thoery of teacher.
- Character and quality of students.
- Outline of conptempory educational administration.
- Study on the school management.
- Specificity of kid's nature, character and quality.
- Development of kid's emotions and teaching of Marxist philosophy.

INDIA

CENTRE FOR EDUCATIONAL MANAGEMENT AND RESEARCH, XAVIER LABOUR RELATIONS INSTITUTE

Address : Post Box 222, C.H. Area (East), Jamshedpur 831001, India

Telephone : 25231; 27813

Cable : EXCEL

Telex : 626-240-XLRI-IN

Director : Fr. T.A. Mathias, SJ

Established : 1982

Parent Organization : Xavier Labour Relations Institute

Size of Staff :

Total	: 13
Professionals	: 7
Consultants	: 4
Administrative	: 2

Facilities :

Library/documentation unit	: Yes
Conference rooms	: 4
Guest house	: Yes
Hostel	: Yes

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: None

Historical Background :

One of the striking facts about Indian schools, colleges, universities is insufficient expansion of innovative teaching methodology and modern administrative and management methods that characterize them. Xavier Institute, a premier Graduate

School of Business Management decided to respond to these needs. Accordingly in 1982 a "Centre for Educational management and Research" was established.

Objectives/Purposes :

- Design and conduct training courses in modern educational management for school and college headmasters and principals.
- Organize workshops in institution building, goal setting and long-range planning.
- Initiate school and college teachers into effective teaching methods.
- Assist educational institutions to conduct self-evaluation programmes.
- Conduct external evaluation of the functioning of educational, charitable, religious and other voluntary organizations or any of their departments.
- Providing consultancy services in the above areas to educational institutions and voluntary organizations.
- Conduct research into educational problems facing the country, with a view to evolving suitable solutions.
- Publish books, articles, pamphlets on all of the above subjects.

Activities :

- Conducting training programmes in Effective Educational Mangement for school and college principals.
- Evaluating the functioning of schools and colleges.
- Conducting workshops in institutional planning for colleges.
- Conducting programmes in Modern Teaching Methodology for school and college teachers.

Training Programmes Undertaken :

Programmes undertaken in accordance with the list shown under "Activities".

INDIAN INSTITUTE OF MANAGEMENT, AHMEDABAD

Address : Indian Institute of Management, Vastrapur, Ahmedabad-380 015, India

Telephone : 407241

Cable : INDINMAN

Telex : 121 351 IIMA IN

Director : Dr. N.R. Sheth

Established : 1962

Parent Organization : Autonomous Institution established by the Government of India

Size of Staff :

Faculty	: 90
Research Staff	: 52
Administrative	: 522
Library	: 42

Facilities :

Library	: With 102,000 volumes in all aspects of management including education system
Publication division	: Yes
Computer Centre	: Using PDP 11/70 computer system
Management development centre	: Yes
Agriculture management centre	: Yes
Public systems group	: Yes
Academic/Office complex	: Yes
Student dormitories	: Yes
Residential buildings	: Yes
Shopping area	: Yes
Sports complex	: Yes

Historical Background :

The Indian Institute of Management, Ahmedabad was established in 1962 by the Government of India in collaboration with the government of Gujarat and Indian Industry. The IIMA Society,

registered under the ACT XXI of 1860 for the registration of literary, scientific, and charitable societies, consists of representatives of Government of India, Government of Gujarat, Commerce, Industry Labour and donors of united grants of Rs.50,000 or more to the Institute.

Objectives/Purposes :

- To provide education facilities for training young men and women for careers in management and related fields in any form of organization.
- To improve the decision making skills and administrative competence of practising managers.
- To develop teachers and researchers in different management fields.
- To create knowledge through research, both applied and conceptual, relevant to management and its underlying disciplines, and to disseminate such knowledge through publications.
- To assist organizations in solving their management problems by providing consulting services.
- To collaborate with other institutions in India and abroad to further its objectives, and, if necessary, to assist in institution building.

Activities :

The main fields of activities of the Institute are to provide education, training, consulting, and research facilities in management. Some of the major activities undertaken in the past include:

- Institution Building assistance to other National Institutions.
- Management of Agricultural Universities.
- Designing a Regional Institute of Science and Technology.
- Evaluating the implementation of the National Adult Education Programme.
- Managing change in School System.
- Linking Education with Rural Development.
- Training of Trainers in Education Management.
- Computerized Teacher Transfers.
- Computer models for location of Schools.

The Institute is in the process of establishing a Centre for Educational Innovations.

Training Programmes Undertaken :

The following are some of the Management Development Programmes organised in Education System in the last few years.

- Managing change in Academic Institutions.
- Linking Education with Rural Development (Village level workshops).
- Managing Academic Motivation in Professional Education.
- Self-renewal in School Systems.
- OD in Schools.
- General Management Programme for Educational Administrators.
- The Institute conducts a variety of management development programmes (MDPs) every year with the objective of developing decision making skills and administrative competence of practising managers. Broadly these programmes can be classified into two types: a) general management, and b) functional management.
- In addition, the Institute also offers some programmes for agricultural and rural sectors, and public systems covering education, health and population.
- The programme duration ranges from 1 week to 5 months. The longer duration programmes are more intensive in nature. These are: a) Management Education Programme, 2) 3-month Advanced Programme on Computer-Based Information Systems Analysis and Design, 3) Course on Designing Projects for Agricultural Development.

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION (NIEPA)

Address : 17-B Sri Aurobindo Marg, New Delhi 110016, India

Cable : EDUCASIA (ND)

Deputy Director : Prof. Satya Bhushan

Established : 1972

Parent Organization : Autonomous organization established by the Government of India

Size of Staff :

Faculty staff	: 40
Research project staff	: 25
Administratiion	: 6
Library	: 3
Publication	: 2

Facilities :

Library	: About 30,000 titles on Educational Planning, Educational Administration and related areas.
Documentation Centre	: Consisting of reports, documents and other information pertaining to educational planning and adminstration at State and District levels
Data Processing Unit	: With a data bank linked with the National Informatics Centre.

Historical Background :

The history of the Institute dates back to 1962 when the Government of India, under a 10-year agreement with Unesco, established the Asian Institute of Educational Planning and Administration (AIEPA) for training of senior educational planners and administrators in Asian region. On the expiry of this agreement in 1972, the AIEPA was merged with National

Staff College for Educational Planners and Administrators (NSCEPA) which has now been renamed as the National Institue of Educational Planning and Administration (NIEPA).

Objectives/Purposes :

- To organize pre-service and in-service training, conferences, workshops, meetings, seminars and briefing sessions for senior educational officers of the Central and State Governments and Union Territories.
- To organize orientation and training programmes and refresher courses for teacher educators and for University and College Administrators connected with educational planning and administration.
- To organize orientation programmes, seminars, and discussion groups for top level persons including legislators in the field of educational planning and administration at policy making level in Central and State Governments.
- To undertake, aid, promote and co-ordinate research in various aspects of educational planning and administration, including comparative studies in planning techniques and administrative procedures in the different States of India and in other countries of the world.
- To provide academic and professional guidance to agencies, institutions and personnel engaged in educational planning and administration.
- To offer, on request, consultancy service to State Governments and other educational institutions.
- To act as a clearing house of ideas and information on research, training and extension in educational planning and administration services and other programmes.
- To prepare, print and publish papers, periodicals and books in furtherance of these objectives and especially to bring out a Journal on Educational Planning and Administration.
- To collaborate with other agencies, institutions and organizations, including the University Grants Commission, the Universities, Institutes of Management and Administration and other allied institutions in India and abroad, in such ways as may be considered necessary for the promotion of these objectives.
- To offer fellowships, scholarships and academic awards in furtherance of the objects of the National Institute.
- To confer honorary fellowships on eminent educationists for their contribution in the field of educational planning and administration.

- To provide, on request, facilities for training and research in educational planning and administration to other courties, especially of the Asian Region, and collaborate with them in programmes.

Activities :

Main fields of activities of the Institute are.
- Management and Supervision of School Education.
- Management of Higher Education.
- Non-formal Education.
- Documentation and Publication.

Training Programmes Undertaken :

The following are some programmes with duration of more than 10 days organized in the last few years:
- Orientation Programme in Educational Planning and Administration - for in-service DEOs and Senior School Aministrators.
- Training Programme in School Management - for Heads of Schools in Goa.
- Training programme in School Management - for Principals of Kendriya Vidyalaya Sangathan.
- Orientation Programme in Educational Planning and Administraion - for College Principals (all-India).
- Orientation Programme in Educational Planning and Administraion - for College Principals (State/University level).
- Orientation Programme in Management of Educational Finance - for University Finance Officers.
- Orientation Programme in Management of Educational Finance - for Finance Officers of Education Departments of States.
- Course for Diploma in Educaitonal Planning and Administraion (DEPA) - for newly promoted/appointed (or likely to be promoted/appointed) DEOs.
- Course for Diploma in Educational Planning and Administration (IDEPA) - for international partipants.
- Training Programme in Educational Management - for Sri Lanka Education Personnel (sponsored by Sri Lanka Government).
- Orientation Programme in India History and Culture - for Curriculum Supervisors and Consultants in Social Studies from USA (sponsored by USEFI).

MALAYSIA

NATIONAL INSTITUTE OF EDUCATIONAL MANAGEMENT

Address : Sri Layang, Genting Highlands, Pahang, Malaysia

Telephone : 03-2112422

Acting Director : Dr. Mohd. Yaacob b. Hj. Mat Nong

Established : 1979

Parent Organization : Ministry of Education, Malaysia

Size of Staff :

Total	: 103
Professionals	: 37
Administrative	: 25
Others	: 41

Facilities :

Library/documentation unit	: 1
Conference	: 30
Hostel	: 400 rooms

Working Languages :

Language mainly used for publication	: Malay
Working language of the institute	: Malay
Other languages used	: English (not in training)

Historical Background :

The Institute was established in March 1979 within the overall strategies plan of the Ministry of Education to improve the delivery of quality education to schools. It began functioning with a staff of 8 professionals and 12 support staff. Following an intensive training needs assessment of school principals, a basis course was tried out in February 1980. Several basic courses for school principals are held. In 1984, an intermediate course was introduced. Over the year, there were a number of courses, workshops and seminars for senior educational administrators,

school inspectors, teacher educators and state and district education officers. A competency-based modular course was initiated for school clerks. Efforts were also made to accommodate on-demand courses for specific clientele.

Objectives/Purposes :

The objective of the Institute is to provide opportunities for educational planners and administrators at all levels of the educational management system to (a) enhance their understanding of the remifications and processing of engineering educational change and acquire competencies in the formulation of development strategies, programme development and project administration; and (b) improve leadership qualities and role effectiveness. It concerns with the advancement of professional growth of the personnel in education services and effective planning and management practices to meet the national needs for social and technological changes through education.

Training Programmes Undertaken :

- Basic School Principal Course (4 weeks).
- Induction Course for School Inspectors (10 days).
- Induction Course for New Teacher Educators (17 days).
- Courses for State Education Department Officials (28 days).
- Basic Course in Testing and Evaluation (10 days).
- Seminar for Directors of Education and Deputy Directors of Education (4 days).
- Seminar for Teacher College Principals and Deputy Principals (4 days).
- Basic School Clerks Course (21 days).
- Courses for District Education Officers (14 days).
- Intermediate School Principals Course (7 weeks).
- Course for Assistant School Principals (4 weeks).
- Basic School Principal Course (4 weeks).
- Deputy School Principal Course (4 weeks).
- Seminar for: (a) Directors of Education, (b) Deputy Directors of Education; and (c) Chief Assistant Dirctors at State and Federal Levels.
- Training of trainers including provision for 3 months short courses at NIEM in conjunction with World Bank Sectoral Project on School Development.

NEPAL

INSTITUTE OF EDUCATION

Address : Institute of Education, Sano Thimi
Bhaktapur, Nepal

Telephone : 14783; 14790

Dean : Dr. Birendra Kumar Mallik

Established : 1956

Parent Organization : Tribhuvan University, Kathmandu

Size of Staff :

Total	: 908
Professionals	: 413
Administrative	: 495

Facilities :

Library/documentation unit	: Yes
Conference room	: Yes
Training quarters	: Yes
Hostel	: Yes

Working Languages :

Language mainly used for publication	: Engligh; Nepali
Working language of the institute	: Nepali
Other languages used	: None

Historical Background :

Established as the College of Education in 1956. It had offered one-year B.Ed., three-year B.Ed. and four-year B.Ed. programmes to produce secondary school teachers. Besides these it had started normal schools in mobile units to provide training for primary school teachers. With the implementation of the National Education System Plan (1971-1976) the College of Education was turned into the Institute of Education. Since then, it has become an integral part of the Tribhuvan University.

Objectives/Purposes :

- To develop training programmes.
- To run training programmes for school teachers, school administrators and school supervisors.
- To promote educational research.

Activities :

- Developing curricula for different types of training programmes.
- Conducting training programmes for school teachers, school administrators and school supervisors.
- Promoting educational research.

Training Programmes Undertaken :

Academic degree programmes which have been conducted regularly include: M.Ed., B.Ed. (one year), B.Ed. (two years) and Proficiency Certificates in Education.

Research/Studies :

- A survey of pre-primary education in Kathmandu Valley.
- A study of primary school teachers' needs.
- An assessment of the educaional needs in the affective domain in the Narayani Zone of Nepal.
- Decentralization in Nepal: Retrospect and Prospect.
- Documentation and Evaluation of I.O.E. M.Ed. level students' thesis and their evaluation from research point of view.
- Cost-benifit analysis of M.Ed. degree students in Nepal.
- Study on relationships between the prospective teachers' characteristic and motivational factors.
- A study on the community expectations from schools.
- A study of the opinion and expectation of the schools of Nepal regarding the role of the institute of Education in view of the change policy decision concerning teacher training.
- A study on the distribution of education opportunities in Nepal.

NEW ZEALAND

DEPARTMENT OF EDUCATION, MASSEY UNIVERSITY

Address : Massey University, Palmerston North, New Zealand

Telephone : 69-099

Dean : Prof. R.S. Adams (Faculty of Education)

Parent Organization : Massey University

Size of Staff :

40 full-time teaching staff of whom about ten have a major involvement in programmes in Educational Administration and Planning, and some further part-time staff.

Total	: 55
Professionals	: 43
Administrative	: 10
Others	: 2

Facilities :

All normal university facilities

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: Maori (situation specific)

Historical Background :

The Education Department has expanded rapidly over the past 25 years to serve a growing demand for professional education from New Zealand teachers. Much of the teaching is done extramurally (by correspondence) as Massey University is the major extramural university in New Zealand. The involement of the Department in teaching educational administration dates back to 1976 when the post-graduate, extramural Diploma in Educational Adminstration was started. The objects of the programme are to prepare aspiring and practicing educational administrators for their profession with emphasis on the

school level. Starting in 1986, the Dip.Ed.Admin. programme has been superseded by a Master of Ed.Admin. programme. It is available extramurally.

Objectives/Purposes :

The advance of learning through research, teaching and public contribution.

Activities :

The Master of Educational Administration comprises 8 papers which students complete in 2 years of full-time study or 3-4 years of part-time extramural study. Papers in educational administraiton and planning are also offered as part of the Bachelor of Education (Honours) and Master of Arts Degrees.

Training Programmes Undertaken :

- Diploma in Educational Administration: six papers are offered on a two-year cycle, 40 students per in take, 90 per cent extramural, 10 per cent internal.
- Single papers in educational administration/planning offered in B.Ed., Dip.Ed., B.Ed. (Hons), M.A.
- Master of Educational Administration: 4 core papers are offered on a two-year cycle, 30 students per intake.
- Regular sabbatical visitors and individual study programmes.

Research/Studies :

Individual staff members be contacted for the list of their researches and studies.

NEW ZEALAND EDUCATIONAL INSTITUTE

Address : 178-182 Willis Street, Wellington, New Zealand

Mailing Address : P.O. Box 466, Wellington, New Zealand

Telephone : 849689

National Secretary : Mr. John E. Smith

Established : 1883

Size of Staff :

Total	: 24
Professionals	: 9
Administrative	: 14
Others	: 1

Facilities :

Library/documentation unit	: Yes
Conference room	: Yes
Training quarters	: Yes

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: None

Historical Background :

Since its establishment in 1883, the NZEI has become the largest professional organization in New Zealand with nearly 18,000 voluntary members in 96 branches, comprising about 90 per cent of all permanent teachers in primary and intermediate schools. It has an officially recognized part in the planning and administration of education in New Zealand, activities ranging from professional curriculum discussions and personal counselling at branch level, to participation in appointments committees and advice in new school buildings at education board level, to negotiating salaries and conditions of service at national level.

Objectives/Purposes :

To advance the cause of education generally, while upholding and maintaining the just claims of its members, individually and collectively.

Activities :

(As above in brief historical background).

Training Programmes Undertaken :

- Advocates Seminars (on demand) 150-200 people annually (in-service courses for teachers acting as advocates for fellow teachers making appeals concerning appointment).
- Appointments Committee Seminars (biennial) about 60 people (in-service courses for NZEI representatives on official Appointments Committees).
- Counsellors Seminars (annually) 230 participants (in-service courses for selected teachers who act as counsellors for fellow teachers with professional problems).

Research/Studies :

All the titles listed represented research funded by NZEI, in line with its stated policies.

- The first year of teaching: a grounded thoery study, by David Battersby (unpublished thesis for Ph.D., Unversity of Waikato).
- Trained to teach: a study of women teachers currently not teaching by Jacque Aldridge-Sutton (unpublished thesis for M.A., Massey University).
- Teachers and stress, by David Galloway with Fay Panckhurst and Kathleen Boswell (unpublished report by Stress in Teaching Unit Victoria University of Wellington).
- Teachers/stress/coping, by Philip Dewe, Massey University.

PAKISTAN

ACADEMY OF EDUCATIONAL PLANNING AND MANAGEMENT (AEPAM), ISLAMABAD

Address : AEPAM Building, P.O. Box 1566, G-8/1, Islamabad, Pakistan

Telephone : 853259

Cable : AEPAM, Islamabad

Director-General : Mr. A.G. Mufti

Established : 1982

Parent Organization : Ministry of Education

Size of Staff :

Total	: 77
Professionals	: 23
Administrative	: 6
Others	: 48

Facilities :

Library/documentation unit	: Yes
Conference room	: Yes
Training quarters	: Yes
Hostel	: (To be ready by March, 1987)

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: Urdu

Historical Background :

The Academy of Educational Planning and Management (AEPAM) was established in 1982 as an autonomous organization by the Ministry of Education. A Board of Governors under the Chairmanship of Education Secretary has been constituted for administring the affairs of the Academy. The Academy is mainly concerned with the training of Educational Planners and Administrators, offering services for the establishment

of Education MIS and conducting studies on problems and issues of importance for the development of education in the country.

Objectives/Purposes :

- To identify, develop and evaluate various projects based on modern planning and management techniques.
- To collect and consolidate educational statistics and information.
- To provide specialized training programmes in the areas of computers and data processing for educational planners and administrators.
- To provide in-service training to the educational planners and administrators so as to enhance their capabilities.
- To develop training modules for the grass root educational planners and administrators.
- To impart pre-service training to those who have been appointed or are being considered for appointment as educational administrators and planners at various levels.
- To develop liaison with the trainees for monitoring their performance in the field and providing feedback for the improvement of the future training programme.
- To contract and carry out action oriented research studies in order to facilitate the effective implementation of the plans and policies of the Ministry of Education/Government.
- To organize conferences, seminars and workshop on important themes of educational planning and management.
- To provide expert advisory services to the provincial education Departments and other institutions in the country, if required.
- To develop liasion with similar institutions in other countries.

Activities :

- Training of personnel who have been or are being promoted/appointed to posts of planning and administative responsibilities through three months courses.
- Short term in-service courses, workshops, seminars for specified categories of staff in the education system.
- Establishment of Educational Management information Services, in order to develop a national and provincial system of MIS with respect to data needs, collection, storage, processing and reporting effectively.
- Research: conducting and contracting research projects to various organizations and persons of repute in Pakistan.

Training Programmes Undertaken :

The Academy provides only in-service non-degree programmes. Upto January 1987, the Academy conducted 20 programmes of various durations for educational planners, administrators, and decision makers.
Keeping in view the specific needs of the clientele, the following major areas of specialization relating to educational planning, management and allied disciplines are covered in varying combinations during the training programes:

Educational Planning:

- Satistical Analysis in Education.
- Projection, Prediction and Forecasting Methods.
- Quantitative Techniques for Allocation and Optimization.
- Management Information Systems.
- Manpower Planning.
- Planning and Management at Institutional Level.
- Project Planning, Monitoring and Evaluation.

Educational Management:

- Leadership and Decision-Making.
- Group Dynamics and Conflict Management, Motivation and its Management.
- Inspection and Supervision.
- Management of Innovation and Change.
- Bugeting and Control.
- Evaluation.
- Planning and Management st Institutional Level.

Specialized Areas:

School/Higher/Professional and Technical/Non-Formal Education:

- Key issues.
- Manpower Planning.
- Locational Planning.
- Management of Curriculum and Research.
- Financial Management.
- Administration of Institutions.
- Personnel management.
- Evaluation.
- Computer Literacy.

The Academy provides only in-service non-degree programmes:

- Perspective of Educational Planning and Management in Pakistan.
- Workshop on Planning and Management of Education.
- Group Training Course in Basic Concepts and Processes of Educational Planning, Management and Supervision.
- Orientation Programme for Educational Planners.
- Orientation Course for School Administrators.
- Planning and Management of Teacher Education.

- Advanced Level Workshop on Universalization of Education at Primary Level.
- Pre-Service Training Programme in Educational Planning and Management.
- Course on Project Development and Evaluation.
- Re-training of Primary Education Personnel.
- Seminar for the Deans of Universities.
- High level Seminar for Provincial Education Secretaries.
- Course for Educational Administrators from Northern Areas.
- Seminar on Statistics.
- Course for Senior Administrators of Education Departments.
- Course for College Principals.
- Course for Elementary College Principals.
- Workshop for District education Officers.
- First Long-Term Training Course in Educational Planning and Management Islamabad.
- Competency oriented short courses/Seminars/special lectures, etc.

Research/Studies :

- Planning and Management of Education at District/Tehsil level: A case study of Abbottabad District.
- Preparation of Directory of Educational Experts.
- Evaluation of Primary School Teachers Kit.
- Service Structure of Teachers in Pakistan.
- Development of Management Information System.
- Evaluation of Mosque Schools.
- Study on primary education drop-out in rural areas.
- Development of modules in agrotechnical education.
- Development of teacher education at school level.

INSTITUTE OF EDUCATION AND RESEARCH, ALLAMA IQBAL OPENUNIVERSITY

Address : Institute of Education and Research, Allama Iqbal Open University, Islamabad, Pakistan

Telephone : 40749; 40846-15

Director : Dr. Shaukat Ali Siddiqi

Established : 1975

Parent Organization : Allama Iqbal Open University

Size of Staff :

Total	: 20 (Consultant/part-time staff excluded)
Professionals	: 12
Consultants	: 18 (Local), 6 (Foreign)
Administrative	: 5
Others	: 3

Facilities :

Library/documentation unit	: Departmental library for use of Faculty and students of the Educational Planning and Management
Conference rooms	: 2
Hostel	: The University has no hostel of its own. For workshop and other purposes the Institute utilizes the Hostel of the Education Ministry and other Government institutions

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: Urdu

Historical Background :

The Institue of Education and Research is an institution within the Faculty of Social Sciences and Pedagogy of the Allama Iqbal Open University. The Institute was established in 1975 under a provision of the Open University Act of the Government of Pakistan. Since its establishment in 1975 the Institute has been offering besides a number of teacher educational courses, a programme of studies leading to a Master of Arts degree in Educational Planning and Management. Currently about 250 students are enrolled in various courses of the programme. In the next few years the Institute is planning to establish M. Phil. and Ph.D. degree programmes as well in Educational Planning and Management and related fields.

Objectives/Purposes :

The basic purpose of the Institute is to provide Certificate, Diploma and Degree level in-service education programmes to all levels of educational personnel, to enable them to improve their professional planners and administrators.

Activities :

The Institute is offering programmes of correspondence education for in-service educational personnel of various levels - primary school teachers to high level educational planners and administrators. The Institute is also presenting Intermediate and B.A. level courses in general education and undertake researches and projects in the fields of mass education, curriculum, educational planning and management. The Institute organizes national and international seminars, conferences and workshops and provides expert consultancies in curriculum, research, educational planning and management.

Training Programmes Undertaken :

- Asian Regional Technical Working Group Meeting on Distance Learning Materials for Pre-service and In-service Teacher.
- An Annual Group Training Workshop on Educational Planning and Management. The course includes:
  (a) Basic Concepts of Educational Planning and Management;
  (b) Process of Educational Planning;
  (c) Economics and Financing of Education;
  (d) Educational Research and Statistics;
  (e) Basic Concepts of Educational Planning;

(f) Plan Implementation and Educaitional Management;
(g) Curriculum Planning and Evaluation; and
(h) Educational Facilities.

- Asian Sub-regional Seminar on Further Training of National Officers and Specialists in Distance Learning.

Research/Studies :

- Report of the Study on Effectiveness of Radio and T.V. in the Distance Teaching Programmes of Allama Iqbal Open University.
- Survey Report on the Effectiveness of Plan Projection (Functional Course).
- A case study on the Adoption, Producation and Use of Technologies for Educational Purposes in Pakistan.
- Development of Training Programmes for Key Personnel in Distance Education.

(List of research/studies being carried out by students of M.E./M.A. Educational Planning and Management Programme is available on request).

PHILIPPINES

INSTITUTE FOR THE DEVELOPMENT OF EDUCATIONAL ADMINISTRATORS (IDEA) XAVIER UNIVERSITY

Address : Cagayan de Oro City, Philippines 8401

Telephone : 37-42; 49-47

President/Director : Rev. Ernesto O. Javier, S.J. (Associate Director: Mr. Manuel L. Javier)

Established : 1972

Parent Organization : Graduate School, Xavier University

Size of Staff :

Professionals	: 9 regular professors
Consultants	: Visiting lecturers & resource persons brought in through the Fund for Assistance to Private Education, Philippine-American Education Foundation, the British Council and other agencies
Administrative	: 3

Facilities :

Library holdings	: Cultural Books (30,2000 vol), Professional (50,142 vol), Education (10,280 vol), Magazines (150 titles, 205 vol), and daily newpapers
Documentation unit	: Audio-Visual Center
Conference room	: 1
Training quarters	: 2

Working Languages :

Language mainly used for publication	: English
Working language of the institute	: English
Other languages used	: None

Historical Background :

The Institute for the Development of Educational Administrators (IDEA) is a graduate programme, leading to a Master's degree, for the professional training of college and university administrators and planners. Initiated by the Mindanao Educational Conference, its establishment was subsequently planned for two years, and it first started classes in 1972 with the financial support of the Ford Foundation. In 1975, the Fund for Assistance to Private Education (FAPE) assumed the principal sponsorship of IDEA as FAPE's Graduate Center for Educational Administration.

Objectives/Purposes :

The IDEA aims to prepare administrators for various levels of educational management in the four key areas of governance: Academic Affairs, Student Personnel Services, Business Affairs, and,Planning and Development. By the end of the training programme, participants should be able:

- To acquire the basic educational and management skills needed to have a functional grasp of school administration and to improve their institution's performance.
- To develop an attitude of openness to change and innovation and willingness to pragmatically address the problems confronting their respective institutions.
- To understand the national and regional context in which their schools/colleges/universities are attempting to foster human development.
- To exercise leadership in their own institutions as well as among other institutions in their region.

Activities :

Besides conducting regular programme of studies, IDEA regularly conducts seminars, workshops and short term courses for educational administrators. The center undertakes Research and Development Studies on educational management and offers Consultancy Services in school management and planning to client institutions. Since the school year 1982-1983 a three-summer programme leading to Master's degree has been offered for administrators who cannot attend regular course of studies.

Training Programmes Undertaken :

- Masteral Degree Program in Educational Management (M.A. in Educational Management Major in Planning).
- Annual Institutes for Planning and Development Officers, Academic Deans and Department Chairpersons, Deans/Directors of Student Affairs and Finance and Business Officers.
- Basic Management Seminar-Workshops for School Directors.
- Management Skills Training (which include training on Leadership, Motivation, Communication, Team Building, Decision-Making, Change Management, Conducting Meeting, Time Management, Negotiating, and Career Planning).
- Basic Training in Management Responsibilities (which include Management, Planning, budgeting, Organizing, Marketing, and Evaluating).
- Business Ventures Seminar-Workshop for Small Schools and Colleges.
- Short-term Courses in Educational Planning, Institutional Development Planning, Financial Management and Control in Educational Institutions.

Research/Studies :

- Evaluation Study of IDEA program.
- Research on Manager's Use of Time.
- Status Survey of Institutional Planning in Selected Schools in Mindanao and Visayas.
- IDEA Factbook.
- Survey on Management Training Need of Visayas and Mindanao.
- Case Studies relevant to Educational Administration.
- Annotated Bibliography of Practicum Projects.

REPUBLIC OF KOREA

INSTITUTE FOR THE STUDY OF EDUCATIONAL ADMINISTRATION, SEOUL NATIONAL UNIVERSITY

Address : College of Education, Seoul National University, 56-1 San, Shinrim Dong, Kwank ku, Seoul 151, Republic of Korea

Dean and Director : Mr. Don Hee Lee (Associate Director: Mr. Jongchol Kim)

Established : 1960

Parent Organization : College of Education, Seoul National University

Size of Staff :

Total	: 15
Professionals	: 5
Consultants	: 5 (ad hoc)
Administrative	: 1
Others	: 4

Facilities :

Conference room	: 1
Training quarters	: 1

Working Languages :

Language mainly used for publication	: Korean
Working language of the institute	: Korean
Other languages used	: English

Historical Background :

In October 1960 the Insitute of Educational Research was established through aids from the Peabody Team, a technical assistance mission to Korea in relation to teacher training. Later in 1964 it was renamed to the present title. Originally, the Institute aimed at high level in-service training for principals and supervisors throughout the nation. As time went on some additional functions were added.

Objectives/Purposes :

- To provide new perspectives for leadership training.
- To provide necessary pre-service training for incoming principals (legal prerequisite for licensing the principalship).
- To provide ad hod short-term leadership training for administrators and supervisors.

Activities :

- 6-month programme for principals and supervisors in-service (80 annually).
- 3-month programme for pre-service training for principal candidates selected among assistant principals mainly.
- 8-10 day programmes for in-service training in new perspectives and trend for principals and supervisors.

Training Programmes Undertaken :

This Institute has been implementing two major programmes. One is the advanced in-service leadership training in education for the principals in elementary and secondary schools, throughout the country for six months. The other one is three months pre-service training of the applicants recommended by Provincial Board of Education for qualification of school principalship. Other provisional programmes could be arranged in cooperation with Provincial Boards of Education.

- Six-month programme for principals and supervisors (two terms a year).
- Three-month programme for persons to become principals (two terms a year).
- Eight-day programme for principals in service (Provisional).
- Ten-day programme for supervisors in service (Provisional).
- Eight-day programme for supervisors in service (Provisional).

Research/Studies :

- Each participant in six-month programme is required to write an action research type thesis.
- Individual instructor carried out some specific researches according to the curcumstances.
- Kim, Jongchol. "A Model for Improvement of In-service Training".
- Lee, Chong Jai. "A Long-term Educational Development Plan for Seoul Special City".

NATIONAL INSTITUTE OF EDUCATIONAL RESEARCH AND TRAINING (NIERT)

Address : 25-1 Samchung-dong, Chongro-ku, Seoul, Republic of Korea

Telephone : 720-2980-7

President : Mr. Lee, Young-Kyo

Training Programmes Undertaken :

National Identity Education:
- Training course for educational managerial administrators (principals, vice principals) - (3 days).
- Training course for administrators of the 4th, 5th and 6th Grade officials (3 days).
- Training course for the new administrators who passed the promotion examination for the 5th grade officials (6 days).
- Training course for the newly-appointed officials who passed the public survice examination for the 9th grade officials (6 days).

Professional Education by Grade:
- Course for senior administrators who are to promote from 4th grade to 5th grade (4 weeks).
- Course for the new administrators who passed the promotion examination for 5th grade officials (7 weeks).
- Supplementary course for senior officials of 6th and 7th grades (3 weeks).
- Supplementary course for the junior officials of 8th and 9th grades (3 weeks).
- Course for newly-appointed officials who passed the public service examination (3 weeks).
- Course for the candidates who will be the headmen of the district office of education (2 weeks).

Professional Education by Functions:
- Supplementary course for newly-appointed educational specialists (assistant researchers and supervisors) - (3 weeks).
- Course for senior staff of newly-appointed educational specialisits (researchers and supervisors) - (3 weeks).
- Course for the policy managers (headmen of District Office of Education and Educational Affairs Bureaues) - (3 days).
- Course for the educational evaluation staff (vice principals of primary and secondary schools and educational specialists) - (3 weeks).

- Supplementary course for instructor staff in Brach Office of NIERT (2 weeks).
- Course for foreign language training for senior members of MOE and Provincial Boards of Education (6 weeks).
- Course for the E.D.P.S. of computers for the members of MOE and educational specialists of Provincial Boards of Education (2 and 3 weeks).

Entrusted Education:

- Summer school course for the overseas Korean students from U.S.A. and Europe (2 weeks).

THE COUNCIL FOR THE SCIENCE OF EDUCATIONAL ADMINISTRATION OF KOREA SOCIETY FOR THE STUDY OF EDUCATION

Address : Korean Educational Development Institute, 20-1, Umyeon-dong, Gangnam-gu, Seoul, Republic of Korea

Telephone : 572-5021; 572-5121 (Ext. 260)

Chairman : Dr. Kim Myung-Han, Professor of Kyung-Buk National University

Training Programmes Undertaken :

Major projects in recent years:

- Seminar on various approaches to the research in the Educational Administration.
- Seminar on the efficient management of the modern school organization.
- Seminar on disciplinary characteristics of educational administration.
- Seminar on Teacher-Policy to require educational excellence.

THE KOREA EDUCATIONAL DEVELOPMENT INSTITUTE (KEDI)

Address : 20-1 San, Umyeon Dong, Gangnam-gu, Soeul, Korea

Telephone : 567-5021-9; 567-5121-7

Cable : INSTKOREDI SEOUL

President : Dr. Kim Young Shik

Established : 1972

Parent Organization : Ministry of Education

Size of Staff :

Total	: 460
Research personnel	: 136
Broadcasting personnel	: 90
Engineering Technical personnel	: 77
Administrative personnel	: 56
Library personnel	: 6
Skilled personnel	: 59
Others	: 22 (temporary), 12 (daily)

Facilities :

Library/documentation unit	: Library, computer operating room, data bank, microfiche room
Conference rooms	: 3

Working Languages :

Language mainly used for publication	: Korean
Working language of the institute	: Korean
Other languages used	: English

Historical Background :

1972 Aug.: KEDI was formally inaugurated as a special juridical foundation. 1975 Aug.: Constuction of KEDI building was completed. 1977 Aug.: KEDI was commissioned for the development of elementary and secondary school textbooks. 1979 Jan.: KEDI was designated as the curriculum development organization of Ministry of Education. 1981 Feb.: KEDI

initiated the broadcasting of educational TV programme via newly established UHF-TV channels. 1982 Dec.: Construction of the new KEDI building was completed. 1983 Sep.: Dr. Kim Young-Shik was appointed to the fifth term KEDI's presidency.

Objectives/Purposes :

- To undertake comprehensive and systematic research and development activities on educational goals, contents and methodology.
- To assist government in formulating its educational policies and in effecting a long-term development of education.
- To produce educational TV-radio programmes and improve the effectiveness of teaching and learning by fully exploring the potential advantages of broadcasting media in educational processes.

Activities :

- Research and development activities on educational goals, contents and methodology.
- Producing educational TV and radio programmes.
- Publish and disseminate findings of educational research.
- Promote cross-culture exchange of innovative experiences in the field of education.

Training Programmes Undertaken :

- General Training on Special Areas Related to Career Education Project in Elementary School.
- Workshop on Educational Evaluation in Elementary School.
- Teacher's Training in Population Education in Elementary and Secondary Schools in Rural Areas and Islands.

Research/Studies :

- An International and Comparative Study on Lower Secondary Curriculum.
- A Proposal for the Computer Literacy Curriculum in Primary and Secondary Schools.
- The Educational Innovation During the Past Decade.
- Korea Introduced in Foreign Textbooks - Spain, Mexico, Chille, Argentina.
- An Analysis of the Japanese World-History Textbook.
- Report on Experimental Instruction of Sex Education for High School Students.
- Optimum Size of School and Class.

- A Study of Curriculum Innovation for Institutions of Teacher Education.
- A Study on the Development of Educational Policy and Programmes for the Gifted Students in Science at the Secondary School Level.
- How to Organize Contents of Program for Radio Educational Broadcasting.
- Program Development for Self-Concept and Values Clarification in Adolescents.
- Development of Supplementary Learning Program for Underachievers of First Graders in Middle School: from Theory into Program Documentation.
- Development High Level Scientific and Technological Manpower for the Selected Strategic Industries.
- A Study on the Evaluation of Primary School Curriculum (I) & (II).
- Analysis of the Process of Students' Career Decision-Making.
- The Development and Application of English and Mathematics Supplement TV Programs for Retarded High School Students.
- An Exploration for a new Alternative of Integrated Approach in Primary School Curriculum.
- A Preliminary Study for Improving Moral Education in Korea Primary and Secondary Schools.
- A Development of Parent Education Program Model: For Parents who have Pre-school Aged Children.
- Developmental Tasks for Quality in High School Education - Centering with the Equalization Policy.
- Major Educational Problems in Korea.
- Policy Recommendations for the Improvement of Korea Private Education.

SOCIALIST REPUBLIC OF VIETNAM

THE MANAGEMENT TRAINING COLLEGE OF MINISTRY OF EDUCATION

Address : 7 Nguyen Binh Khiem Street, 1st District, Ho Chi Minh City, SRV

Telephone : 96336; 91718

Head of Institution : Tam Son Hoang (Doctor of Psychology)

Established : 1976

Parent Organization : Ministry of Education of SRV

Size of Staff :

Total	: 100
Professionals	: 50
Consultants	: 10
Administrative	: 15
Others	: 25

Facilities :

Library	: Books: 20,000 units
Documentation unit	: Doc: 500 units, Jour: 100, Theses: 235
Conference rooms	: 3
Training quarters	: 6
Hostel	: 200 beds

Working Languages :

Language mainly used for publication	: Vietnamese
Working language of the institute	: Vietnamese
Other languages used	: English; Russian; French; German

Historical Background :

The Institution is in charge of training educational management cadres of district Bureaus, provincial departments and high schools from Binh - Tri - Thien province to the southern tip of Vietnam. Its history is divided into two periods. First period (1976 to 1979): its staff totaled only about 50 persons. Objectives, contents, methods and forms of

training weren't cleared up yet. In the period, there were only short-term courses on special lectures on educational management and teaching methods. Second period (since 1979): its staff has mounted over 100 persons with 50 professionals. Objectives, contents, methods and forms of training have more obvious. Besides short-term courses, there are long-term training courses with about 1,000 trainees.

Objectives/Purposes :

- Training cadres in order to standarize educational management cadres.
- Fostering teachers for provincial colleges of educational management cadres.
- Spreading and exchanging experiences of educational management in and out of the country.
- Cooperating with educational units (mainly with high schools and educational bureaus) in researching educational management science and in spreading and employing educational management experiences.

Activities :

- Giving lectures.
- Holding seminars and symposiums on educational management problems.
- Holding conferences of advanced unit of education.
- Study visits.
- Researching and spreading educational management science.
- Exchanging information on educational management.

Training Programmes Undertaken :

Training programmes contain 2 kinds of courses:
- Short-term courses containing lectures and seminars on experiences and techniques or teaching methods of educational management.
- Long-term training courses, aiming at standardizing Principals and Heads of district educational Bureaus.

Having 3 forms of long-term training:
- Concentrated 3-year courses, giving 3 kinds of diplomas for Heads of district educational Bureaus.
- Concentrated-or-semi-concentrated 2-year courses, giving 2 kinds of diplomas for Principals and Heads of Bureaus.
- In service 2-year courses, giving one kind of diploma for Principals and Heads of Bureaus.

Research/Studies :

- Basic study of real situations of Heads and deputy Heads of district educational Bureaus.
- Compiling teaching materials and reference documents on psychology, pedagogy and educational management. Teaching materials include: Theory of educational management; Educational management psychology; 2 collections of teaching materials on National education management techniques at district level and on management techniques of high schools. Reference documents include: Thoery of systems; Mathematical statistics in educational science; Headmasters' handbook; 2 collections of reports on educational management experiences from different educational units; 235 post-grauating theses on educational management; Holding the conference of advanced high schools in the Mekong Delta.
- Defining contents, methods and forms of training educational management cadres in provinces of Southern SRV.
- Estimating the result of long-term training courses.
- Conference of advanced high schools in provinces in Central Vietnam.
- Problems of Educational management (volume 1) 1982-1983.
- Principal's role in teaching groups in high schools. Nguyen Due An. 1984.
- Administrative work in schools. Nguyen Trung Ham. 1984. And 8 units translated.

SRI LANKA

SRI LANKA STAFF COLLEGE FOR EDUCATIONAL ADMINISTRATION

Address : Sri Lanka Staff College for Educational Administration, Maharagama, Sri Lanka

Cable : STAFF COLLEGE MAHARAGAMA

Director : Mr. P. Kumarasiri

Established : 1976

Parent Organization : Ministry of Education, Sri Lanka

Size of Staff :

Total	: 44
Professionals	: 17
Administrative	: 2
Others	: 25

Facilities :

Conference Hall	: 1
Director's room	: 1
Lecture Halls	: 3
Documentation Unit	: 1
Computer Unit	: 1
Library	: 2,100 books
Hostels	: 2 (Capacity) - 55 Males, 25 females

Working Languages :

Language mainly used for publication	: Sinhala; English; Tamil
Working language of the institute	: Sinhala; English; Tamil
Other languages used	: None

Historical Background :

The Sri Lanka Staff College for Educational Administration was established in 1976, as a branch of Ministry of Education for the training of all grades of officers in the Sri Lanka Education Service, ranging from Heads of Schools to Regional

Directors of Education initiating, conducting research and providing consultancy in Educational Administration at institutional, regional and central levels. With its relocation at Maharagama, in March 1984, physical facilities, the resource base and the course offering were expanded with specific organization structure for future expansion. The Institute is organised in 4 divisions with Director as the Head. The 4 divisions comprise of, (i) Planning and Resource Management (ii) Management and Organization (iii) Supervision and Personnel Management (iv) The Distance Training Unit. The District Management Centres from a network of affiliated units associated with the Staff College and the training programmes conducted at these centres by the School Management Advisors are being coordinated and monitored by Staff College through reporting systems, periodical conferences and orientation workshops for the School Management Advisors. The Staff college organises and conducts Management Training and Consultancy for mainly 1900 senior secondary and collegiate School Heads in addition to the administrators ranging from Circuit Education Officers to Regional Directors and the key support staff in Regional Departments.

Objectives/Purposes :

- Development of managerial competencies of Head of Schools and other administrators through (i) Identification of training needs of clientele (ii) Developing curriculum, based on such identification (iii) Developing training materials and methods in English and the National Languages (iv) Organising and conducting training for the different clientele groups.
- Conduct research into problem areas in School Management.
- Provide consultancy in Educational management.

Activities :

- Training - institutional and distance.
- Consultancy.
- Research and Publications.

Training Programmes Undertaken :

- Training Courses in Educational Planning and Management for School Principals.
- Training Courses in Educational Planning and Management for Circuit Education Officers.

- Training Courses in Educational Planning and Management for Education Officers.
- Workshops on Educational Planning and Management for Regional Directors of Education and Chief Education Officers.
- Post-Graduate Diploma Course in Educational Management for selected candidates.
- Training of Trainers Programmes.
- Feedback and Reorientation Programmes.
- Periodical Workshops on Reorientation for School management Advisors.
- Workshops on Identification of Training Needs of School Principals.
- Workshops on Material Development for training.

Research/Studies :

Research/Studies are undertaken in the following areas:
- Training Needs of School Principals and other Officials in the system.
- Impact Evaluation of the Educational Reforms in Sri Lanka.
- Impact Evaluation of training.
- Institutional Evaluation.
- Team Work in Educational Management.
- School Cluster System in sri Lanka.
- Motivational Factors of Teachers and Motivational Techniques.

THAILAND

EDUCATIONAL PLANNING DIVISION (EPD) OFFICE OF THE PERMANENT SECRETARY

Address : Educational Planning Division (EPD), Office of the Permanent Secretary, Ministry of Education, Bangkok 10300, Thailand

Telephone : 2817041; 2826864

Director : Dr. Boonlue Tong-yoo

Established : 1963

Parent Organization : Ministry of Education

Size of Staff :

Total	: 68
Professionals	: 43
Administrative	: 1
Others	: 25

Facilities :

Library/documentation unit	: 1
Conference room	: 1
Training quarters	: 1

Working Languages :

Language mainly used for publication	: Thai
Working language of the institute	: Thai
Other languages used	: English

Historical Background :

The Ministry of Education established the Educational Planning Office as a unit under the Permanent Secretary Office in 1963. In 1966 the office was upgraded to a divisional level. The Division comprises various sections, namely: Plan and Programme Analysis, Budget Analysis, Report and Evaluation, Data and Statistical Analysis, Research and General Administrative.

Objectives/Purposes :

The Division is responsible for organizing work plans, and analyzing projects and budgets proposed by various departments within the Ministry. It is charged with planning, trend forecasting, undertaping research for planning, follow-up of project implementation and evaluation. It collects educational statistics and procedures reports and other relevant educational and statistical information. It also organizes seminars on educational planning, research, evaluation and educational statistics.

Activities :

(See the Objectives).

Training Programmes Undertaken :

- Training courses in educational planning and evaluation for educational planners both at central and provincial levels.
- Seminar on determination of data and indicators for educational planning.
- Seminar on policy formulation.

Research/Studies :

- Research for educational planning at provincial level.
- Evaluation of educational planning: case study of Lampang province.
- Model of educational and cultural mid-term planning at the provincial level.
- Model of annual educational and cultural planning at the provincial planning.
- Causes of not further studies at secoudary level.
- Educational Office and School Mapping, a Case Study for 10 large cities.
- Model of statistical and information system for educational and cultural planning at provincial level.
- Education needs for rural development.
- Model and criterias in Educational and Cultural Budget of provincial education office.
- Model in educational and cultural planning at District level.

INSTITUTE FOR DEVELOPMENT OF EDUCATIONAL ADMINISTRATORS

Address : Ministry of Education, Bangkok 10300, Thailand

Telephone : 2819752; 2822869

Director : Dr. Sanan Intraprasert

Established : 1979

Parent Organization : Ministry of Education

Size of Staff :

Total	: 80
Professionals	: 15
Consultants	: 2
Administrative	: 7
Others	: 56 (secondment)

Facilities :

Library/documentation unit	: Yes
Conference room	: Yes
Training quarters	: Yes
Hostel	: Yes

Working Languages :

Language mainly used for publication	: Thai
Working language of the institute	: Thai
Other languages used	: None

Historical Background :

Established on 8 May 1979 as a division under the Office of the Permanent Secretary, Ministry of Education. The Institute was incorporated into the World Bank's credit loan of baht 27.49 million and Thai Government's counterpart fund of baht 24.87 million. The Institute was called the Centre for Educational Administrators until 1982 when it's English name was changed to Institute for Development of Educational Administrators.

Objectives/Purposes :

- To serve as centre for Educational administrators from all departments.
- To orgranize in-service training and pre-promotional training for administrators of various levels.
- To conduct research on education problems.
- To provide library and documentation services in educational management and administration.

Activities :

- Training.
- Seminar.
- Research.
- Preparation of learning and training packages.
- Curriculum design.

Training Programmes Undertaken :

- Pre-Promotional training programmes.
- In-service training programmes.
- Seminar programmes.
- Study visits by overseas administrators.
- Pre-Promotional training programmes.
- In-service training programmes.
- Seminar programmes.
- Pre-Promotional training programmes.
- In-service training programmes.
- Seminar programmes.
- Workshop programmes.

Research/Studies :

- Study in training needs and problems of adiministrators.
- Research on Secondary School Administration in the twelve regions of Thailand.
- Research on finding favourable system of organizing and managemen. of training programmes.
- Evaluation of the expected results of training programmes, e.g. behavioural changes.
- Efficiency assessment of the Changwad Education Administrators.